

**U.S. GENERAL SERVICES ADMINISTRATION
LABOR-MANAGEMENT RELATIONS COUNCIL (GLMRC)
FEDERAL ADVISORY COMMITTEE
CHARTER**

1. **Committee Official Designation.** U.S. General Services Administration Labor-Management Relations Council (GLMRC or Council)
2. **Authority.** The GLMRC is established in accordance with Executive Order 13522 of December 9, 2009, and the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App. The GLMRC is a non-discretionary advisory committee. The GLMRC is not a Presidential advisory committee.
3. **Objectives and Scope of Activities.** The GLMRC is a forum for managers and the exclusive representatives of the U.S. General Services Administration (GSA) employees, which are the two national labor unions designated in Paragraph 12 (Unions). In this forum, managers and the Unions discuss Government operations to promote satisfactory labor relations and improve the productivity and effectiveness of GSA. The GLMRC serves as a complement to the existing collective bargaining process and allows managers and the Unions to collaborate in continuing to deliver the highest quality services to the public. The Council discusses workplace challenges and problems and recommends solutions that foster a more productive and cost-effective service to the taxpayer, through improving job satisfaction and employees' working conditions. The GLMRC:
 - a) Helps identify problems and proposes solutions to better serve the public and agency missions;
 - b) Allows employees, through their Union representatives, to collaborate on workplace challenges and problems and strive to develop solutions jointly; and to have pre-decisional involvement (PDI) in all workplace matters to the fullest extent practicable, without regard to whether those matters are negotiable subjects of bargaining under 5 U.S.C. 7106;
 - c) Provides adequate information expeditiously to Union representatives on subject matters where not prohibited;
 - d) Strives to resolve issues concerning proposed changes in conditions of employment, including those involving the subjects set forth in 5 U.S.C. 7106(b)(1), through discussions in its labor-management forum;
 - e) Evaluates and documents, in consultation with Union representatives and consistent with purposes of EO 13522 and any further guidance provided by the Council,

- changes in employee satisfaction;
- labor-management relations climate; and
- organizational performance resulting from the labor-management Council.

4. **Description of Duties.** The Council is advisory in nature. The Council advises the Administrator of General Services Administration through the Chief Human Capital Officer on matters involving labor-management relations in GSA. To the extent permitted by law, its activities include:
 - a) Promoting positive collaborative labor-management relations throughout the Agency and its organizations;
 - b) Developing recommendations for innovative ways to improve GSA's delivery of services and products to the public while cutting costs and advancing employee interests;
 - c) Developing measurements and metrics for evaluating GSA employee satisfaction, the labor-management climate at GSA, and the effect on agency mission accomplishment;
 - d) Collecting and disseminating information about, and providing guidance on building and maintaining positive collaborative labor-management relations consistent with Executive Order 13522 requirements;
 - e) Complying with reporting requirements of the National Council on Labor-Management Relations.
5. **Agency or Official to Whom the Council Reports.** The Council reports to the Administrator.
6. **Support.** The GSA, Office of Human Resources Management (OHRM) shall provide such administrative services, funds, facilities, staff equipment, and other support services as may be necessary for the Council to carry out its mission, to the extent permitted by law and within existing appropriations.
7. **Estimated Annual Operating Costs and Staff Years.** Estimated prorated annual operating cost for the Council is \$176,000 per fiscal year. This includes 1.5 FTE (full time equivalent).
8. **Designated Federal Officer.** The Designated Federal Officer (DFO) is a full-time staff employee. The Council may have an alternate DFO as authorized by the Administrator. The DFO approves or calls all advisory committee and subcommittee meetings, approves and prepares all meeting agendas, attends all committee and subcommittee meetings, and adjourns any meeting when the DFO determines adjournment to be in the public interest.

9. **Estimated Number and Frequency of Meetings.** The Council meets face-to-face quarterly, but no more than six times per year, with approval of the DFO. Additional meetings may be held electronically via teleconference, video-teleconference, or both.
10. **Duration.** The need for the GLRMC is continuing.
11. **Termination.** Unless renewed by appropriate action, the GLRMC will terminate 2 years from the date the charter is filed, as indicated in Paragraph 15.
12. **Membership and Designation.** The GLRMC Council shall be composed of 21 members, including the Tri-Chairs. Tri-Chair composition shall consist of one GSA management official, and one Union official from each of the two national Labor Unions. Council membership composition shall consist of seven GSA management officials, and seven Labor Union officials from each of the two national Labor Unions representing GSA employees. GSA Management officials shall serve as Regular Government Employees (RGE). Council members of the two national Labor Unions, the American Federation of Government Employees (AFGE) and the National Federation of Federal Employees (NFFE), serve as representatives. Membership is limited to the individuals appointed and is not transferrable. Federally registered lobbyists may not serve on the Council in their individual capacity.
13. **Subcommittees.** Tri-Chairs may recommend subcommittees, subject to actual authorization by the DFO. The Council Tri-Chairs are responsible for directing the work of each subcommittee, including setting the goals, objectives, and duration of subcommittees. Such subcommittees report to the full Council. All advice or work products of the subcommittee must be reported directly to the Council.
14. **Recordkeeping.** The records of the Council, formally and informally established subcommittees, or other subgroups of the Council shall be handled in accordance with General Records Schedule 26, Item 2, or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552, as amended.
15. **Filing date.** February 12, 2015



Dan Tangherlini
Administrator

February 10, 2015
Date

**U.S. GENERAL SERVICES ADMINISTRATION
LABOR-MANAGEMENT RELATIONS COUNCIL (GLMRC)
FEDERAL ADVISORY COMMITTEE
MEMBERSHIP BALANCE PLAN**

This Membership Balance Plan is consistent with the charter for the U.S. General Services Administration's Labor Management Relations Council (GLMRC). This plan ensures the selection of members for the GLMRC (an advisory committee) will attain a fairly balanced membership.

1. Name. GSA Labor-Management Relations Council (GLMRC or the Council)
2. Authority. The Executive Order (EO) 13522, of December 9, 2009, continuation EO 13652, of September 30, 2013, and Federal Advisory Committee Act, 5 U.S.C. App. 2 § 1-16, as amended ("FACA"), governs the creation and operation of advisory committees within the Executive Branch of the Federal Government, and Federal Labor-Management Relations Act (5 U.S.C. 7106 et seq.).
3. Mission/Function. The GLMRC will function to promote collaboration between managers and employees (through their exclusive representatives) for the continued deliverance of the highest quality services to the taxpayer through ongoing job satisfaction improvement and employee working conditions. The functions of the GLMRC are advisory only. The GLMRC serves as a complement to the existing bargaining process. The GLMRC is a non-discretionary FACA committee. The GLMRC is a non-discretionary committee. The GLMRC is not a Presidential advisory committee. The GLMRC's Government and national labor Union members will work collaboratively to:
 - a. Allow employees through their Union representatives to collaborate on workplace challenges and problems and strive to develop solutions jointly;
 - b. Evaluate and document changes in employee satisfaction, labor-management relations climate, and organizational improvement; and
 - c. Strive to resolve issues concerning proposed changes in conditions of employment, including those involving the subjects set forth in 5 U.S.C. 7106(b)(1), through discussions in its Council.
4. Points of View. The GLMRC is adapted as a FACA council from an existing labor-management relations forum that operated within the U.S. General Services Administration (GSA), in accordance with EO 13522, Section 3, i thru iii. The GLMRC will have 21 members. The GLMRC shall establish, promote, and maintain cooperative labor-management relations within GSA. Executive Order 13522, Section 3(a)(i) makes provision for adapting existing Labor Relations Forums as FACA committees. The existing GSA Labor Relations Forum is adapted as a FACA committee in accordance with this provision. Existing members of the forum, Federal employees, NFEE and AFGE National Labor Union members are recommended for nomination as members of the GLMRC

FACA committee to identify problems and propose solutions that will better serve GSA'S mission and public interest.

- a. The GSA Chief Human Capital Officer (CHCO), or delegated official, will serve as the Government Chair Representative. The American Federation of Government Employees (AFGE) and the National Federation of Federal Employees (NFFE) officials will serve as Chairs, forming the "Tri-chair" of the Council.
 - b. The Council will have 21 members, with 7 represented by GSA and 7 by each of the two existing national labor Unions (NFFE and AFGE).
 - c. Union Council members will serve as representative members and shall serve at the pleasure of the Administrator.
5. Other Balance Factors. Members of the Council are appointed by the Administrator of General Services.
6. The GLMRC is adapted from a pre-existing labor-management relations group operated within GSA, between GSA and two existing national labor Unions (NFFE and AFGE) at the time of the establishment of the GLMRC FACA committee (Council).
7. Candidate Identification Process.
 - a. Candidate identification process at the establishment of the GLMRC committee (council) will usher in 15 existing members of the historical GSA Joint Labor- Management Forum.
 - b. Future member recommendation will include sources such as other labor relations management sources from the Government and the two national labor Unions.
8. Subcommittee Balance. The GLMRC may establish, with the concurrence of the Designated Federal Officer, subcommittees as necessary for the performance of the Council's mission and function. Members of the subcommittee shall be appointed by the Tri-Chairs. Sub-committee members will be selected based on professional qualifications and expertise related to the mission of the council. Subcommittees must report all work product and findings to the Council's Tri-chairs.
9. Other. Membership adheres to the FACA prohibition against registered lobbyists serving in their individual capacity.
10. Date Prepared. January 16, 2015